



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Rehabilitation Services for the Blind

Division: Family Support Division

Sub-Section:

TITLE: Business Enterprise Program

CUTOFF:

DESCRIPTION: Correspondence, contracts licenses, fiscal reports, paid invoices

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8807

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Independent Living Rehabilitation Case Files

CUTOFF:

DESCRIPTION: Case history, record of services, fiscal data and correspondence

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8805

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Master Index Card File

CUTOFF:

DESCRIPTION: Identifying data and dates of case action

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8811

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Rehabilitation Services for the Blind

Division: Family Support Division

Sub-Section:

TITLE: Older Blind Services (OBS) Cases

CUTOFF: EOFFY

DESCRIPTION: Records include, but may not be limited to an application and eligibility statement for clients 55 years of age or older requesting OBS services; Snellen Chart test (eye test) given by a rehabilitation teacher or a statement of self-disclosure; a plan that includes services to be provided and agreed upon by the rehabilitation teacher and the client; documentation from a health care professional indicating the need to purchase equipment for management of a secondary disability; and documentation at case closure indicating whether the client's goals and objectives have been achieved. Records kept per 34 CFR 366.42, 34 CFR 379.43(1) and 34 CFR 379.43(m)(7).

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23799

SERIES STATUS: Pending

APPROVAL DATE:

TITLE: Rehabilitation Teaching

CUTOFF:

DESCRIPTION: Children and adult Services case history, record of services, fiscal data and correspondence

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8804

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Vocational Rehabilitation Case Folders

CUTOFF:

DESCRIPTION: Complete case history, including all medical, psychological, social and fiscal data

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8803

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Rehabilitation Services for the Blind

Division: Family Support Division

Sub-Section: Prevention of Blindness

TITLE: Prevention of Blindness Case Files

CUTOFF: EOFFY

DESCRIPTION: Forms, medical reports, fiscal data, authorizations, correspondence

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8806

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996
